

## JOB AND PERSON SPECIFICATION

**Job Title:** Education Specialist – Teacher Education

**Grade: B**

**Reports to:** Vice President & Programme Director

### General Information

This job comes under the Programme function under the responsibility of the Vice President & Programme Director, which ensures that COL develops appropriate and relevant triennial plans and implements the approved programme in an effective, efficient and economical manner according to the principles of results-based management (RBM).

### Job summary

The Education Specialist –Teacher Education develops and manages programmes focussed on COL's mandate, in an effective, efficient and economical manner according to the principles of RBM.

### Task description

The position-holder shall:

- Conceptualise, manage and implement programme initiatives for teacher education. This involves developing a three-year plan of initiatives for teacher education with achievable results, formulating an annual action plan with budgets based on the three-year plan, providing regular updates on all initiatives; authorising expenditure within assigned budgets and defined limits; and actively participating in the monitoring and evaluation of all activities on an ongoing basis.
- Manage ongoing initiatives and activities. This includes working as a team with the Vice President & Programme Director (VP&PD) and other staff to ensure a cohesive approach to activities within the programme while independently implementing assigned activities and initiatives; identifying partners, selecting and managing consultants, maintaining good relationships with key stakeholders; leveraging other sources of support including raising extra budgetary funds, and organising logistics and other tasks, as appropriate.
- Take responsibility for liaison between COL and assigned member countries for all aspects of COL's work. This includes identifying needs and priorities related to COL's mandate and updating Country Action Plans. and representing the countries' interests within COL.
- Contribute to COL's overall mission and corporate life in planning, stakeholder engagement, and internal processes. It also includes providing advice to ministers, officials, institutions and COL staff in areas of expertise and responsibility and representing COL's interests at international fora.
- Provide leadership to staff, if required and to international partners as a subject matter expert in the field of teacher education.
- Identify training needs for staff, ensure Programme Assistant has clear work plans; conduct performance appraisals on staff who work in the area.
- Other related assignments as may be required.

### Direct Reports:

- Programme Assistant (shared)

## Person specification

Education:	Experience
<b>Essential:</b> Postgraduate qualification in Education.	<b>Essential</b> 10 years experience working in open, distance and technology-mediated learning with specific reference to teacher education. 5+ years experience in international development Some experience translating strategies into the design and implementation of programmes.
<b>Desirable:</b> Qualification which includes elements of open, distance and technology-mediated learning. Qualification related to development or exposure to management theories and practice.	<b>Desirable</b> Experience working in developing countries.

## Competencies

### Knowledge

- Detailed understanding of COL's 3 year strategy and RBM framework, including an understanding of how individual job responsibilities and priorities link with broader organisational goals.
- Knowledge and experience required to be a credible interlocutor with ministers and senior officials of Commonwealth governments on development targets; policies and practices of international development organisations; education policy and practice issues; systems design; and applications of technology to education falling within COL's mandate.
- Specialised expertise and experience in teacher education as necessary to manage one of COL's sub-programmes.
- Good knowledge of programme design and development methodologies.

### Skills and Capabilities

- Ability to develop realistic, relevant and achievable programme plans which are aligned and integrated with COL's triennial planning framework.
- Ability to exercise professional judgement, discretion, and diplomacy while representing COL's interests and developing a network of senior contacts in governments, agencies and institutions on issues related to education, development and technology.
- Capability to implement activities; to develop proposals in areas within COL's mandate; and to conduct and incorporate gender analysis within activities.
- Ability to identify and select partners, as well as prepare, negotiate and manage agreements that achieve value for money while remaining consistent with COL's policy framework.
- Ability to communicate effectively with all staff, while taking personal responsibility for actions taken under the sub-programme; and manage human resources (administrative staff, consultants, interns, etc) in order to carry out COL's plans with the framework of results-based management.
- Ability to prepare and manage financial budgets in an effective, efficient and judicious manner.
- Ability to develop and implement effective strategies for monitoring and evaluation of programmes and activities within established RBM framework.

### Personal Attributes and Behaviours required of All Staff

- Commitment to the ideals of COL, notably to the role of education as the key to human freedom and development and to the capacity of technology to enhance that role.
- Capacity to work in a multicultural office environment and to interact effectively with people from all Commonwealth countries; and readiness to adopt the working culture (timekeeping, time management collegiality, mutual respect, etc.) in the location of their job (Vancouver, Delhi, etc.).
- Ability to use office technologies effectively and to adapt to new technologies that may be introduced.
- Understanding of COL's governance structure and processes, as detailed in the governance manual (available at COL).
- Capacity to research and retrieve information about COL's activities and issues related to its mission and programmes.